

CONFIDENTIAL

OP- 16 2179



MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence
Executive Director
Deputy Director for Administration

FROM: Robert W. Magee
Director of Personnel

SUBJECT: 1986-87 Combined Federal Campaign

25X1 1. This year the Agency's Combined Federal Campaign (CFC) will run from mid-October through 21 November with a goal of \$450,000, which is 10 percent above last year's achievement and is in harmony with the increases set for the National Capital Area. Administratively, you are the Chairman for the Agency, and I serve as the Vice Chairman. Once again the Office of Personnel will coordinate the Campaign. The success of the Campaign, however, is dependent on two major factors: (1) the support given by Agency managers at all levels; and (2) proper training of the volunteer workers. I have attached for your signature a memorandum for all employees and a letter to Secretary Brock that will officially put this year's Campaign in motion, establish your support, and ensure the proper training of the keyworkers. ☐

25X1 2. I believe the most effective pattern for manager involvement would be set by your hosting a coffee as you have done in the past. Those to be invited would be the Executive Director, the Deputy Directors, and myself, plus the senior personnel officers and CFC Vice Chairpersons in the directorates, and the Agency's Campaign Coordinator and his staff. The coffee should last for no more than half an hour, only the last half of which would be attended by you. The first half would be used by the guests to become acquainted with one another. At this meeting you would express your personal support of CFC, encourage their best efforts and offer your thanks for the work they will do during the Campaign. Following your lead, the Deputy Directors should be asked to hold similar sessions with their office/division key representatives. ☐



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3. The Agency's Campaign Coordinator is [redacted]

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[redacted] will answer any questions your staff may have and will coordinate the coffee according to your busy schedule. [redacted] can be reached on extension [redacted]

Robert W. Magee

Robert W. Magee

Attachments:

- A. Letter to Secretary Brock
- B. Memorandum for All Employees

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/EBS/ESD/PSB

[redacted] (18 Sep 86)

Distribution:

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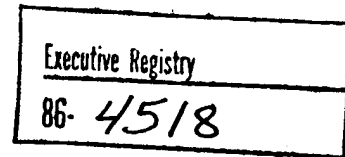
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Central Intelligence Agency



Washington, D. C. 20505



08 OCT 1986

The Honorable William E. Brock
Secretary of Labor
1987 General Campaign Chairman
Combined Federal Campaign
Washington, D. C. 20210

Dear Bill:

I am pleased to serve as Chairman of the Combined Federal Campaign for the Central Intelligence Agency. I assure you that our Agency will conduct an enthusiastic and generous Campaign.

This Letter of Agreement confirms my commitment to a goal of \$450,000 representing a 10 percent increase over last fall's achievement.

I have asked my Vice Chairman, Robert W. Magee, Director of Personnel, to implement a plan for victory including:

- Organizing a good structure of keyworkers and training them effectively.
- Making employees aware of the Campaign through high visibility promotion.
- Ensuring that each and every employee is given the opportunity to view the Campaign film and contribute.
- Encouraging contributions through payroll deduction.

We know the 1987 Combined Federal Campaign will be an overwhelming success and look forward to working together in "Making a Dream Come True."

Yours,

/s/ William J. Casey

William J. Casey
Director of Central Intelligence

cc: Francis W. Marchand
Director, CFC

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MEMORANDUM FOR ALL EMPLOYEES

1. The theme for this year's Combined Federal Campaign (CFC) is "Make a Dream Come True." As we work with this theme, I ask that you reflect on the standard of life we enjoy in this country and on this Agency's goal of excellence. Professionally we have all caught the spirit and our contributions to the safety and strength of this nation are beyond counting. Our efforts, however, quite properly go unnoticed and unheralded. Through the CFC we have the opportunity to help the many people in our community who are not able to help themselves. Again, we will get no personal recognition, but we will gain the pride and confidence that comes with knowing we have given of our own means for the benefit of others.

2. Last year we combined to contribute an all-time high of over \$409,316, and I commend you for that outstanding effort. As we go into this year's Campaign, we cannot look back and say, "that is enough." We must look at the needs of those who need help, and do more. In this spirit, the goal for this year has been set at \$450,000 or slightly more than 10 percent above last year's achievement. The past efforts of contributing employees have been outstanding, but we now need the efforts of all. Take 10 minutes, as I have done, to look at the video that has been provided to your office. To this end, I ask that each of you listen to the CFC story as it is explained to you by your Keyworker and contribute what you can. Contributions can be made by payroll deduction, and I urge you to use this method to make your donations.

3. During the Campaign you will also have an opportunity to contribute to two Agency-sponsored programs that directly benefit our own employees and their families--the Educational Aid Fund (EAF) and the Public Service Aid Society (PSAS). EAF is a voluntary association that provides financial assistance in the form of grants or interest-free loans to qualified dependent children of deceased, retired, and active employees. PSAS renders financial aid to eligible individuals who are in urgent need of such assistance and have exhausted all means of self-help. Contributions to both EAF and PSAS may also be made by payroll deductions.

4. I personally support CFC and ask that you do the same. Our continued support is urgently needed as we help to "Make A Dream Come True" by giving in this year's Campaign and working to achieve our goal.

W. William J. Casey

William J. Casey
Director of Central Intelligence